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FRENCH
Reading
Improvement
1954-1955

Approved For Release

RDP78-03930A0001

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Security Information

29 October 1953

MEMORANDUM FOR: Training Liaison Officers

FROM: Director of Training

SUBJECT: French Reading Improvement Course

1. A Reading Improvement Course in French will be scheduled from 23 November 1953 through 22 January 1954. Preliminary interviews will be conducted 18 November 1953, at 1330, Wing D, 2nd Floor, Santa Ball.

2. Prerequisite for this course is a minimum of three years of training in French at the college level or its equivalent.

3. The French Reading Improvement Course will be offered for a period of 8 weeks, 3 days a week, 1½ hours on Monday and Wednesday and 1 hour on Friday. Special arrangements will be made for employees who plan to take Christmas leave.

4. Training requests should be submitted on Form TF-1 to the Registrar, OTR, Room 17, [REDACTED] through the appropriate Training Liaison Officer, by Monday, 16 November 1953.

5. The objective of the French Reading Improvement Course is to increase the efficiency of Agency employees whose work requires reading in French by developing extensive reading skills in the language. During the initial phase of learning a foreign language, word by word reading and vocalization become a part of the reading process as the result of careful pronunciation of each new word. These habits discourage the application of extensive reading skill in the language. The French Reading Improvement Course is designed to overcome these habits and improve the employees' reading ability through instruction and supervised training.

6. The following figures indicate the improvement shown by 8 employees in an exploratory 5-week training period in French:

a. Initial average - 203 words per minute
60% comprehension

b. Final average - 314 words per minute
88% comprehension

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MATTHEW BAIRD
Director of Training

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5 April 1954

MEMORANDUM FOR: Training Liaison Officers

SUBJECT: French Reading Improvement Course

1. A Reading Improvement Course in French will be given in Wing D, 2nd floor, Alcott Hall, beginning 3 May 1954 and ending 25 June 1954. This course is scheduled at 1330, 3 days a week, 1½ hours on Monday and Wednesday and 1 hour on Friday. Preliminary testing and interviews will be conducted 28 April, at 1330.

2. Prerequisite for this course is a minimum of three years of training in French at the college level or its equivalent.

3. The objective of the French Reading Improvement Course is to increase the reading efficiency of Agency employees in French, when their effectiveness is limited by faulty reading techniques, rather than by lack of familiarity with the language. It is the aim of the course to develop a variety of reading skills to be applied to technical reading, extensive reading, and skimming in French. The aim is accomplished through lectures, instruction, and practice exercises. Various training aids are used to assist in the elimination of vocalization, control of regressions, and increasing the span of recognition. The following figures indicate the improvement shown by 12 employees in a previous class:

a. Initial average - 214 words per minute
60.8% comprehension

b. Final average - 311 words per minute
81.6% comprehension

4. Applications should be submitted on Form 51-1 to the Registrar, OTR, Room 17, [REDACTED] through the appropriate Training Liaison Officer, by Monday, 26 April 1954.

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MATTHEW BAIRD
Director of Training

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